

Job Opportunity Bulletin

Post Date: 11/12/2015

ASSOCIATE GOVERNMENTAL PROGRAM ANALYST

Salary Range: \$4,600 - \$5,758
Permanent, Full Time

FINAL FILING DATE: 11/26/2015

JOIN THE DDS TEAM!

For information about the
DEPARTMENT OF
DEVELOPMENTAL SERVICES
Please visit our website at
www.dds.ca.gov

This position is within the Community Living Section in the Program and Policy Branch. The Associate Governmental Program Analyst has primary responsibility for establishing and interpreting regulations and reviewing and approving program plans for a variety of residential community living options.

For complete duties, please see the duty statement on the following page.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- ❖ Knowledge of the California Developmental Disabilities Service system.
- ❖ Excellent analytical and critical thinking skills.
- ❖ Communicate effectively, verbally and in writing.

ADDITIONAL INFORMATION:

This position is located in DDS' Headquarters office in downtown Sacramento. Our office is conveniently located near public transportation, parks, restaurants, and farmer's markets.

If you are ready to be a part of our DDS team, please submit an original signed state application (STD. 678) by the final filing date.

Please be sure to include the **basis of your eligibility** (list eligibility or lateral transfers must meet the minimum qualifications of this classification) and **position #473-221-5393-101** on your application. Possession of minimum qualifications (MQs) will be verified prior to interview and/or appointment. If it is determined that an applicant does not meet the MQs of the classification, the applicant will not be considered and may be withheld from the eligible list.

Please refer to:

Position # 473-221-5393-101

Mail your application to:

Dept. of Developmental Services
1600 Ninth Street, MS-Q
Sacramento, CA 95814
Attention: Melissa Woodall

All applications will be screened
and only the most qualified will be
interviewed.

CONTACT INFORMATION

Name: Melissa Woodall

Number: (916) 322-9001

Email:
Melissa.Woodall@dds.ca.gov



DEPARTMENT OF DEVELOPMENTAL SERVICES

1600 9th Street, MS-Q
Sacramento, CA 95814

"Building Partnerships, Supporting Choices"

DUTY STATEMENT

DS 3022 (1/2015)

**DEPARTMENT OF DEVELOPMENTAL SERVICES
COMMUNITY SERVICES DIVISION
PROGRAMS AND POLICY BRANCH
COMMUNITY LIVING SECTION**

DUTY STATEMENT

JOB TITLE: Associate Governmental Program Analyst **POSITION #:** 473-221-5393-101

POSITION DESCRIPTION: The Associate Governmental Program Analyst has primary responsibility for establishing and interpreting rates and regulations for a variety of community living options including, but not limited to, Intermediate Care Facilities (ICF's), Community Care Facilities (CCFs) under the Alternative Residential Model (ARM), Specialized Residential Facilities, and providing technical assistance as needed. Under the direction of the Section Chief, the incumbent will perform the following analytical and administrative duties:

SUPERVISION EXERCISED: None

SUPERVISION RECEIVED: Supervised by the Chief, Community Living Section

EXAMPLES OF DUTIES:

Essential Job Functions:

- 25% Serve as Department liaison to regional centers, community residential programs, Departments of Social Services, Department of Health Care Services, Department of Public Health, California Department of Education and others on issues and activities related to ICFs and CCFs including but not limited to: rates, regulations, and staffing requirements; level of care; residential service provider appeals; research, training, development and implementation of enhancements to the community care service system.
- 25% Prepare regulations, reports, bill analyses and other information related to residential and quality assurance services and the impact to the Department and the State. Develop and maintain residential services database, policies, and implement reform initiatives related to residential services.
- 15% Prepare and conduct briefings, training and/or technical assistance for consumers and family members, regional center staff, providers and/or departmental management in area(s) of assigned responsibility.
- 15% Prepare requests for proposals, contracts, budget proposals, reports, correspondence, charts and other written documents that respond to inquiries, issues, complaints, and/or assignments related to assigned area(s) of responsibility.
- 10% Assist the Department with managing duties for the Adult Family Home Agency fingerprint clearances and sub-arrest processes and provide the public with assistance regarding the different community residential options available.

JOB TITLE: Associate Governmental Program Analyst

POSITION #: 473-221-5393-101

Marginal Job Functions:

10% Coordinate meetings and work groups with other departmental units, state departments, federal agencies, and non-governmental entities necessary to accomplish assignments.

WORKING CONDITIONS: This position works in an open-spaced partitioned office in a smoke-free environment. It is estimated that the position will require 75% computer work and possible light day travel trips 10% to 15% of the time.

DESIRABLE QUALIFICATIONS:

Knowledge of: Principles, practices, and trends of public and business administration, management, and supportive staff services such as budgeting, personnel, and management analysis; government functions and organization; and methods and techniques of effective conference leadership.

Ability to: Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work; coordinate the work of others, act as a team or conference leader; and appear before legislative and other committees.

CERTIFICATION OR LICENSE: None.